

अण्डमान तथा
Andaman And



निकोबार राजपत्र
Nicobar Gazette

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

। & 27] i ksvz Cys j] exyokj] 18 tuojh] 2011
No. 27, Port Blair, Tuesday, January 18, 2011

अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
राजभा"ग विभाग
OFFICIAL LANGUAGE DEPARTMENT
सचिवालय/SECRETARIAT

NOTIFICATION

Port Blair, dated the 18th January, 2011

No. 26/2011/F.No. 2-14/2004-OL.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Government of India, Ministry of Home Affairs, Notification No. U-14039/2/83-ANL dated 21st February, 1985 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following Rules regulating the method of recruitment to the Group 'B' (Non-Gazetted) posts of **Senior Hindi Translator, Hindi Translator** borne in the establishment of Official Language Department of Andaman and Nicobar Administration, namely :-

1. Short title and commencement :-

- (i) These Rules may be called the Andaman and Nicobar Administration (Group 'B' posts of Official Language Department), (Non-Gazetted), (Non-Ministerial) Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, its classification and scale of pay :-

The number of posts, classification, Pay Band and Grade Pay attached thereto, shall be specified at Sl. Nos. 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit, qualifications etc. :-

The method of recruitment, age limit, qualifications and other matter relating to the said posts shall be as specified at Sl. Nos. 5 to 15 of the Schedule aforesaid.

4. Disqualifications :-

No person —

- (a) Who has entered into or contracted a marriage with a person, having a spouse living, or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied that such marriage is permissible under any personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these Rules.

5. Powers to relax :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect reservations, relaxation regarding age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

LT. GENERAL (RETD.) BHOPINDER SINGH

Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Administrator,

Sd./-
(Anastasia)
Assistant Secretary (OL)

SCHEDULE - I

RECRUITMENT RULES FOR THE POST OF SENIOR HINDI TRANSLATOR,
DEPARTMENT OF OFFICIAL LANGUAGE UNDER
ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of post	SENIOR HINDI TRANSLATOR
2.	No. of post	05 (Five) 2011, Subject to variation depend upon workload
3.	Classification	GCS Group 'B' Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-2 Rs. 9300-34800 + GP Rs. 4600
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancy to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	<p><u>Promotion:-</u></p> <p>From amongst Hindi Translators of Official Language Department of the Administration in the Pay in PB-2 Rs. 9300-34800 + Grade Pay Rs. 4200 with 5 years regular service in the grade</p>

13.	If a DPC exists, what is its composition ?	Group 'B' DPC (for promotion) consisting of :- 1. Secretary (OL) - Chairman 2. Secretary (Law) - Member 3. Hindi Officer - Member
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Consultation with UPSC is necessary while amending/relaxing any of the provision of these rules
15.	Job description	Attached as Annexure to the Schedule

Duties and Responsibilities of Senior Hindi Translator

1. Translation from Hindi to English and vice-versa.
2. Correspondence related to translator works.
3. Organisation of Official Language Implementation Committee's meeting.
4. Coordination in Organisation of workshops, seminars, observance of Hindi Fortnight etc.
5. Vetting of translation works of Hindi Translator for further submission to Hindi Officer.
6. Correspondence related to inspection and monitoring in respect of the progressive use of Hindi in sub-ordinate offices.
7. Implementation of Official Language Rules/Policies in the Department.
8. Inspection/monitoring of Directorate/Department and sub-ordinate Offices alongwith the HOD/Nodal Officer.
9. Any other works assigned by the higher authorities.

SCHEDULE - II

RECRUITMENT RULES FOR THE POST OF HINDI TRANSLATOR, DEPARTMENT OF OFFICIAL LANGUAGE UNDER ANDAMAN AND NICOBAR ADMINISTRATION

1.	Name of post	HINDI TRANSLATOR
2.	No. of post	17 (Seventeen) 2011, Subject to variation depend upon workload
3.	Classification	GCS Group 'B' Non-Gazetted, Non-Ministerial
4.	Pay Band/Grade Pay/Pay Scale	PB-2 Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not exceeding 30 years (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) (The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladak Division of J&K State, Lahaul and Spiti District and Pangi Sub-Division, Andaman and Nicobar Islands or Lakshadweep)

8.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>1. Master Degree in Hindi from a recognized University with English as one of the subject at Degree level</p> <p style="text-align: center;">OR</p> <p>2. Master Degree in English from a recognized University with Hindi as one of the subject at Degree level</p> <p style="text-align: center;">OR</p> <p>Master Degree in any subject from a recognized University with Hindi as one of the subject at Degree level</p> <p><u>Desirable:</u></p> <p>Diploma in Translation from a recognized University</p> <p style="text-align: center;">OR</p> <p>Two years experience in Translation from English to Hindi and vice-versa in any Govt./Semi-Govt. Organisation</p> <p><u>Note:</u></p> <p>The qualification can be relaxed at the discretion of Lt. Governor (Administrator), A&N Islands, in case of candidate otherwise well qualified</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancy to be filled by various methods	(1) 25% by promotion failing which by direct recruitment (2) 75% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation/absorption to be made	<p><u>Promotion:-</u></p> <p>From amongst Junior Hindi Translators of Official Language Department, A&N Administration in the Scale of Pay PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400 with 5 years service in the grade</p>
13.	If a DPC exists, what is its composition ?	<p><u>Group 'B' DPC for promotion/confirmation consisting of :-</u></p> <p>1. Secretary (OL) - Chairman 2. Secretary (Law) - Member 3. Hindi Officer - Member</p>
14.	Circumstances in which UPSC is to be consulted in making the recruitment	Consultation with UPSC is necessary while amending any provision of these rules
15.	Job description	Attached as Annexure to the Schedule

Duties and Responsibilities of Hindi Translator

1. Translation from Hindi to English and vice-versa.
 2. Correspondences related to translation works.
 3. Submission of quarterly reports on progressive use of Hindi to the Administration/GOI.
 4. Organisation of Official Language Implementation Committee's meeting.
 5. Coordination in Organisation of workshops, seminars, observance of Hindi Fortnight etc.
 6. Submission of translation for vetting to Senior Hindi Translator / Hindi Officer.
 7. Correspondence related to inspection and monitoring in respect of the progressive use of Hindi in sub-ordinate Offices.
 8. Implementation of Official Language Rules/Policies in the Department.
 9. Inspection/Monitoring of Directorate/Department and sub-ordinate Offices alongwith the HOD/Nodal Officer.
 10. Arrangement for computer training of Officers and staff in Hindi Typewriting and Shorthand.
 11. Any other works assigned by the higher authorities.
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